

From: [Mangiafico, Anne](#) on behalf of [Watkins, Harrell](#)
To: [SIOs](#); [IRM BCs](#); [IRM BCs-Back](#); [IMOs](#)
Cc: [Dunkin, Ann](#); [Fine, Steven](#); [Epley, Brian](#); [Blake, Wendy](#); [Wagner, Cory](#); [Reiter, Lisa](#); [Hearns, Liza](#); [Key, Rena](#)
Subject: New Mobile Device Process
Date: Friday, November 18, 2016 11:01:30 AM

MEMORANDUM

SUBJECT: New Mobile Device Process

FROM: Harrell Watkins
Chief Operating Officer and
Director, Office of Information Technology Operations
Office of Environmental Information

Wendy L. Blake,
Associate General Counsel
General Law Office
Office of General Counsel

TO: Senior Information Officials (SIOs)

Colleagues,

It is important that employees are aware of and adhere to the Agency's policies and procedures for using Government Furnished Equipment (GFE) mobile devices (Windows phone, iPhone, iPad and cell phones), including all Records Management policies and procedures and litigation holds. In order to further this effort, the Office of General Counsel (OGC) and the Office of Environmental Information (OEI) have revised the "Employee Mobile Device Notice" form. The form is now entitled "Employee Mobile Device Acknowledgement Form," and it must be used whenever a mobile device is ordered, returned, transferred, upgraded or replaced.

Starting **December 5, 2016**, eBusiness will require the new "Employee Mobile Device Acknowledgement Form" for all new mobile device orders, cancellations and change orders. The signed **Employee [Mobile Device Acknowledgement form](#) must be attached in eBusiness** not only for a new order but also for cancellations (returns) and change orders (transfer, upgrade or replacement of a device), before the eBusiness request will be processed.

This means that an EPA employee who wishes to use a government-furnished mobile device must sign the form in the following situations:

- **New Device Order** - The employee receiving a mobile device must sign the Mobile Device Acknowledgment form prior to receiving that new device. By signing the form, the employee will certify that he/she has read and will comply with all applicable policies and procedures, including EPA's Records Procedure and any litigation holds. The employee's signature must be obtained and the signed form must be uploaded to eBusiness before a new device may be ordered.
- **Device Returned** – the employee returning the mobile device must sign the Mobile Device Acknowledgment form to certify that the employee has complied with all

applicable policies and procedures.

- Device Transferred – the employee returning the mobile device must sign the Mobile Device Acknowledgment form to certify that the employee has complied with all applicable policies and procedures and the employee receiving the mobile device also must sign a separate Mobile Device Acknowledgment form, certifying that the employee will comply with all applicable policies and procedures. These forms must be uploaded to eBusiness before orders may be canceled or transferred. This process must be followed for both long-term and short-term transfers (i.e. shared or “pool” phones).
- Device Upgrade/Replacement – the employee returning the mobile device to be upgraded must sign the Mobile Device Acknowledgment form to certify that the employee has complied with all applicable policies and procedures prior to receiving another mobile device. The employee will also be required to sign a new Mobile Device Acknowledgment form for the new/upgraded device.

The program or region’s eBusiness Orderer and/or Working Capital Fund (WCF) Account Manager is responsible for ensuring that the signed Employee Mobile Device Acknowledgment form is attached and uploaded into eBusiness. As noted above, for employees who are transferring devices, both employees (the employee relinquishing the device and the employee receiving the device) will need to sign a Mobile Device Acknowledgment form. For employees returning devices, they can either sign a new Employee Mobile Device Acknowledgment Form or sign the same form they signed when the device was issued. Please note that if an office or region wants to place an iPad, iPhone or cell phone order for a new employee that is not officially onboard, the office or region must still obtain a signed Employee Mobile Device Acknowledgment Form from the individual and upload that form into eBusiness in order for the order to be processed. Requests for new phones cannot be processed without a signed Mobile Device Acknowledgment form uploaded into eBusiness.

In the case where a mobile device eBusiness order is being submitted for something other than an iPhone, iPad, or cell phone (e.g. air card, MiFi, accessory), the person responsible for eBusiness ordering shall check the option on the Mobile Device Acknowledgment form entitled “Device With No Content Capacity” and sign the form. The option for “Device With No Content Capacity” is located in the box at the top of the Mobile Device Acknowledgment form and the required signature line appears immediately below the “Device With No Content” option. The form must then be uploaded into eBusiness and attached to the eBusiness order. Please note that, in light of the new process outlined in this memorandum, the Mobile Device Team will no longer be able to accept bulk device orders for mobile devices.

In order to complete the Employee Mobile Device Acknowledgment Form for devices where an employee has separated, or is otherwise unavailable to complete the form, the employee’s supervisor or designee must reset the device password and work with the appropriate Records Liaison Officer (RLO) and designated staff to manage any records or content on the device before certifying compliance with the policies and procedures, especially the EPA’s Records Policy and litigation holds. These steps are consistent with the [Preservation of Separating, Transferring or Separated Personnel’s Records in Accordance with the Federal Records Act](#) Procedures, issued in December 2014, and with the supervisor’s responsibility to manage records of separated or unavailable staff. As noted on the Employee Mobile Device Acknowledgment Form, a device cannot be cancelled or re-purposed until a form has been signed and uploaded into eBusiness, certifying compliance with applicable policies and

procedures, including the Records Policy.

The Employee Mobile Device Acknowledgement Form will allow EPA offices and regions to better manage EPA resources and assets and better track EPA records. Returned mobile devices may be reissued, provisioned, or disposed of once the Employee Mobile Device Notice is signed and uploaded into eBusiness.

Thanks in advance for your support with this new Mobile Device process. We have conducted considerable outreach regarding the new Mobile Device process. Specifically, we have presented this new Mobile Device Process to Property Officers, at meetings of the Working Capital Fund Customer Advocacy Group, to the EPA's eDiscovery Workgroup, to HQ IMOs and IRM Branch Chiefs, and to first line supervisors. We are also happy to address any additional questions you may have regarding this new process. As noted above, this process will apply prospectively as of December 5, 2016. Please be on the lookout for further communications regarding devices that may be stored in your office or region that pre-date implementation of this new process. If you have any questions, please feel free to contact me at 202-566-0672, or Wendy Blake at 202-564-1821.

cc: Information Management Officers
Information Resources Management Branch Chiefs
Information Resources Management Branch Chief Backups

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